



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>STUDENT WORKER</b>	<b>10</b>	<b>F</b>	<b>2.131</b>

Under immediate supervision, Student Workers perform routine and repetitive duties, which require basic skills and can be learned in a short time, generally less than a week. Duties may include but are not limited to: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* When employing students, appointing authorities must comply with NRS 609 and the child labor provisions of the Fair Labor Standards Act.
- \* This class is used to employ students or high school graduates, but employment may not extend beyond six months from date of graduation. The student may be required to provide proof of enrollment in an educational program or of high school graduation.

**EDUCATION AND EXPERIENCE:** Current enrollment in, or recent graduation from, an educational program leading to a high school diploma. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** basic English and math skills. **Ability to:** read, write and understand simple written materials; interact with others using common courtesy; follow oral and written instructions; learn the practices and procedures of the employing agency; work cooperatively with others.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

Job-specific knowledge, skills and abilities required to accomplish assigned duties in the employing agency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

2.131

ESTABLISHED:	1/1/61
REVISED:	4/4/80-3
REVISED:	5/27/80-3
REVISED:	8/19/88
REVISED:	7/1/89P
REVISED:	9/27/88PC
	12/10/99UC
REVISED:	7/1/01P
	10/4/00PC